

New Library System – Tutorial

Part 2 – How to Borrow, Reserve and Renew Items

Once you have a selection:

Access-it works with lists. Using any of the search methods will produce a list of records based on your search criteria.

The List:

The list will show:

Image: this is the cover image of the item. Not always available

Title: the book or item title

Author: author's name, surname first

Type: this is the type of item e.g. book, magazine, CD, report etc

Media: this describes more about the type e.g. monthly magazine, book etc

Location: Tells you where the resource is e.g. Library, GLIG, Archive

Copies: this shows how many copies there are in the library

Available: tells you how many copies are available. If there is a date in this field, that is the date the item will be available, which means it is already out.

Classification: this is the shelf location

Link: right click to copy this link and paste into an email, or other document

Tick box: For selection

Results: in the top right hand corner is the number of results for your search



What you can do with a list:

- Trim your list
- Sort your list
- Print your list
- View Citations
- Request items
- Reserve items

Trim Your List:

On the right hand side of the screen is a tick box for each record. Tick which of the records you want to select.



Hover the mouse over the word 'List'; this will reveal a drop down menu.



Clear my list: will clear the tick boxes selected

View my list: will re-sort the list to show only those records selected

View citation: will bring up a window showing the source citation (Harvard style). This can be printed, or the text copied and pasted into a document or other programme



Sort by: will sort your list by title, author, type or classification

Print: will open a printable version of your selected list (excludes images)

Logging In:

If you wish to borrow items, renew items, write reviews or reserve items, you will need to log on. You can do this at any point by clicking on the 'My Library' menu on the left hand side. Click on borrowing details and enter your borrower number (membership number) and password (same password for accessing the members-only areas of the NZSG website).



Borrowing:

Using lists again, hover your mouse over the word 'list' click on 'request items'. A new box will open up. Please add a message or a comment:

- this could be a question
- or issuing instructions such as an alternative address to post item(s) to
- or if you wish to pick up your item(s) please advise that here

Press **submit**. This will automatically send a message to the library desk and a confirmation box will appear.

Reserving:

If an item is already out you can reserve it.

If there are reserves already on an item, it will be indicated in brackets beside the item. Given that the length of loans is 3 weeks, you can gauge approximately how long it will be before you get the item.



When the item is returned by the previous borrower, it is automatically made available to you.


Place a tick in the tick box, click on 'List', click on 'Reserve'. A question will appear "Would you like to reserve 1 item?" Click 'Yes'. A confirmation box will appear. (Note you may need to scroll over to the right to see the confirmation message if the title is long).

You will be able to see how far along you are in the queue to borrow that item, by going into the 'My Library', 'Borrowing Detail', Reserves Tab:

Borrowing Details for Gene Pool (100001) [Logout](#)

0 items on loan
68 items in loan history
1 item on reserve

[Items on Loan \(0\)](#) [Borrowing History \(68\)](#) [Reserves \(1\)](#) [My Interests](#)

 **Practical Family History, November 2010**
Date Reserved: 10/11/2010
Status: You are 3rd in a queue of 3

Renewing:

From the borrowing details screen you can also manage renewing an item. Click on the word 'RENEW'. As long as no-one else has the item reserved, it will be automatically renewed for another three weeks.

Note: you can only renew an item once.

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Home [Borrowing Details for Christine Hurst \(024120\)](#) [Logout](#)

Search

[Fast Find](#)
[Advanced Search](#)
[Visual Search](#)
[New Items](#)

1 item on loan
2 items in loan history
1 item on reserve

[Items on Loan \(1\)](#) [Borrowing History \(2\)](#) [Reserves \(1\)](#) [My Contact Details](#)

 **Genealogy Guide to New Zealand** [Renew](#)

Date Issued: 26/08/2010
Date Due: 09/09/2010
Barcode: 10000015

Classification: NZ.AID
Type: Book